



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
INSURANCE AND LOSS PREVENTION SPECIALIST	37	B	7.711

DEFINITION OF CLASS:

Under general direction, plans and implements procedures to identify significant loss exposures, determines appropriate method to manage risk and to finance losses arising from risk and develops and conducts safety and loss control education programs.

DISTINGUISHING CHARACTERISTICS:

This class is not part of a series. Incumbents report directly to the Risk Manager in the Risk Management Division of the Department of Administration.

EXAMPLES OF WORK: (The following is used as a partial description and is not restrictive as to duties required.)

Analyzes operations of state agencies to identify and measure exposures to loss including reviewing and investigating property and equipment used, analyzing contracts for risk assumed, communicating with key staff, analyzing losses and analyzing major budget items and minutes of meetings.

Evaluates and chooses risk financing alternatives by determining if risk is subject to statutes, acceptable levels of financial retention, and whether risk should be retained (self-insured) or transferred to others by contractual arrangements or with insurance.

Coordinates the procurement and maintenance of insurance and/or claims administration by determining requirements, compiling data from agencies necessary for underwriting a policy, developing and evaluating specifications and Requests for Proposals, negotiating with chosen vendor, allocating cost to proper state agency, maintaining policy files, evaluating compliance to policy and providing renewal information to vendors.

Assists in claims administration by assigning claims to insurers if appropriate and acting as a liaison between provider, agencies and claimants.

Analyzes statistical data and inspects state properties to assess the frequency and severity of loss for state agencies, develops, coordinates and conducts loss prevention training programs and develops and recommends policies and procedures.

EXAMPLES OF WORK: (Cont.)

Prepares and maintains disaster plans for state agencies.

Assists supervisor with budget preparation.

Analyze statutes and proposed legislative changes for their impact on risk management.

Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These may be
acquired on the job and/or needed to perform the
work assigned.)

Thorough knowledge of risk management principles and practices as they relate to governmental jurisdictions. Knowledge of State and Federal regulations and requirements regarding insurance, self-insurance and safety and loss control. Knowledge of State Worker's Compensation Statutes and OSHA laws, rules and regulations.

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be
screened for possession of these through written,
oral, performance or other evaluation procedures.)

Knowledge of insurance coverages and all fields of insurance including concepts as they apply to self insurance or insurance programs. Knowledge of the principles and practices of risk management, safety and loss control. Knowledge of insurance company practices and procedures. Knowledge of insurance law. Knowledge of financial, technical and legal requirements for developing, implementing and administering self-insured programs. Knowledge of safety training and educational principles.

Skill in analyzing insurance contracts, proposals and bid specifications. Skill in analyzing and researching risk exposure, contracts, laws, and potential losses. Skill in written English sufficient to compose business correspondence and reports. Skill in mathematical computation sufficient to analyze insurance terms.

EDUCATION AND/OR WORK EXPERIENCE:

I

Graduation from an accredited college or university in Business Administration, Public Administration, Finance or related area and three years of previous professional experience in developing, implementing or administering risk management or safety programs in a large governmental body, private company, insurance or consulting firm; OR

II

Graduation from high school and seven years of previous progressively responsible, professional experience in developing, implementing or administering risk management or safety programs in a large governmental body, private company, insurance or consulting firm; OR

III

An equivalent combination of education and experience.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

ESTABLISHED:	<u>7.711</u>
REVISED:	07/22/85
	07/01/93P
	09/24/92PC
REVISED:	09/27/93UC